INFORMATION PAPER

SUBJECT: Corps of Engineers Electronic Recordkeeping Information System

1. Purpose. To provide information on the status of the Corps of Engineers Electronic Recordkeeping Information System (CEERIS), formerly called the Optical Disk Imaging (ODI) Project.

2. Facts.

   a. Successful completion of ODI Prototype at St. Paul. Projected ROI = 1.29 for space reduction and 4.02 for productivity.

   b. Obtained approval from the IRMSC for implementation of CEERIS.

   c. Moratorium is still active pending Congressional notification.

   d. Projected implementation is the end of the 3rd Qtr FY97.

   e. Implementation of CEERIS is at the discretion of the local Commander. The Commander must follow Corps policy of using the current manual records management system or implement CEERIS.

   f. Commands implementing CEERIS in FY97 will implement by functional area, beginning with the following functional areas: Regulatory, Planning, Program and Project Management, Construction, Operations, Emergency Operations, and Office of Counsel.

   g. An FY97 PRIP major new start line item for $12.2M over 5 years was submitted to OMB and approved.

   h. The ODI Manager's Implementation Guide, 31 May 96, has been placed on the USACE Intranet in PDF format. It will be replaced with CEERIS Manager's Implementation Guide when completed.

   i. HQUSACE is currently:

      - Notifying Congress of our intent to begin implementing CEERIS.

      - Developing CEERIS software, Version 1.0 with documentation for system

administration, recordkeeping, document conversion and quality assurance; and user manual. This documentation will be placed on Intranet when completed.

      - Creating a CEERIS import Oracle database file which will be provided to the field upon submission and approval of the Implementation Plan.

      - Finalizing LCMIS documentation including an Abbreviated System Decision Paper.

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      - Developing a Configuration Management Plan to define the CEERIS change control process which will be managed by HQUSACE and driven by input from field and HQUSACE.

      - Finalizing Performance Measurement criteria.

      - Working with HQ functional proponents for Real Estate, Engineering, Environmental Restoration, and Contracting to define and integrate unique requirements into the next release of CEERIS.

      - Developing four CEERIS and two Recordkeeping training classes on Datatrac contract.

      - Planning for a Technical Center of Expertise.

  j. USACE Commands planning to implement CEERIS in FY97 must:

      - Appoint a Project Leader

      - Establish a Task Force

      - Develop an Implementation Plan and send to CEIM-IR for review

      - Ensure Requirement Statements are in place

      - Ensure local FY97 PRIP requirements have been submitted/approved

      - Update File Plans and conduct Records Surveys to clean up, purge and transfer files to Records Holding areas.

3. This information has been approved for publication by COL Donald J. Whitten, Director of Information Management.

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